

## THE TOWN OF COLMA

Colma, known worldwide as the “cemetery town”, is the smallest city in San Mateo County with 1,100 residents – and 1.5 million souls. Former San Francisco Mayor George Mascone, buried in Holy Cross Cemetery, and lawman Wyatt Earp, in the Hills of Eternity Jewish Cemetery, are among the Town’s better-known “residents”. However, Colma is more than just 16 cemeteries. Within its 2.2 mile boundaries, the town offers two shopping centers, one of Northern California’s most complete collection of car dealerships and a BART station. The Town of Colma is a General Law city and was originally incorporated as the City of “Lawndale” in 1942.

*The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.*



- Interested candidates must complete and submit a Town employment application. Submission of a resume will not substitute for a completed Town application.
- Entry-level applicants are required to take the POST (Public Safety Dispatcher Examination).
- Qualified applicants must attach proof of certification to the employment application.
- A complete medical examination including drug screening and psychological testing will be completed. Results will be held in confidence.

**Applications may be obtained from and completed applications returned to:**

**Town of Colma  
Human Resources Department  
1198 El Camino Real  
Colma, CA 94014**

**Deadline: November 14, 2003  
5:00 p.m.**

*For additional information  
Call (650) 997-8306*



## **POLICE DISPATCHER/ CLERK**

**Salary range: \$3,772 - \$4,530 Mo.**

- \* 37.5 hour work week
- \* No Graveyard Shift

### **EXCELLENT BENEFITS**

- \* Fully paid family medical, dental, and vision care Insurance for family
- \* Fully paid Life Insurance for employee
- \* Fully paid medical and dental for employee, spouse, and dependents upon retirement
- \* Employer matches up to \$1,200 per year in Deferred Compensation
- \* Tuition reimbursement (up to \$1,000 a year)
- \* 13 paid holidays
- \* 10 days of vacation leave after one year of employment
- \* 11.25 hours of sick leave accrued each month
- \* Uniform allowance
- \* Employer paid social security (6.2%)
- \* MEDICARE (1.45%), AND PERS (7%)

**New Police Building expected to open in  
2004 with RMS & CAD (HiTech)**

**TOWN OF COLMA**



## DEFINITION

The Police Dispatcher Clerk operates a standard two-way radio for the Police Department, maintains department records, performs a variety of confidential, police-related tasks.

## SPECIAL REQUIREMENTS

Successful candidates must have the ability to speak clearly and concisely; the stamina to work long hours when assigned; vision adequate to quickly and accurately review reports and correspondence; the dexterity and vision necessary to operate radio and computer equipment with a high degree of productivity. On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment in their work area; perform simple grasping and fine manipulation; perform multiple tasks; use a radio and telephone and communicate through

written

means.

## MINIMUM QUALIFICATIONS

Knowledge of: Detailed record-keeping procedures.

Ability to: Collect, compile, analyze and interpret data; conceive and effectively propose solutions to problems; read, comprehend and interpret rules and regulations regarding governmental operations; establish effective working relationships with those contacted in the course of work; apply information system technology; learn the rules of FCC radio transmission in the Police Department; use good judgment in dispatching units to complaints and other calls; be alert in determining needs of complainants; speak clearly and fluently and read and write in English; comprehend and learn procedures; and type at a net speed of 35 words per minute.

Education: Graduation from high school or possession of a GED.

Experience: At least 12 months of experience in a public safety agency.

License: Must possess and maintain a valid California drivers license.

## ESSENTIAL DUTIES

*The Police Dispatch Clerk receives and transmits messages to various Police units within the Town; uses standard operating codes of San Mateo County in sending and receiving messages; transmits urgent messages to units; directing them to calls for service and warning them of conditions likely to be found; uses judgment in dispatching sufficient personnel for calls; receives and keeps a record of fines and bail bonds; prepares reports, files reports, and types forms; multi-line phone – business and emergency calls.*

## SUPERVISION RECEIVED OR EXERCISED

The Police Dispatcher Clerk receives supervision from the Police Dispatch Supervisor.

